

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Economic Development Manager	Job Family: 2
General Classification: Management	Job Grade: 42

Definition: To plan, organize, direct and coordinate the activities of an economic resources program directed to the long-term economic success of Mountain View; to coordinate economic development and revitalization activities with other divisions and departments; and to provide highly responsible assistance to the Planning and Community Development Director.

Distinguishing Characteristics: Receives general direction from the Planning and Community Development Director. Exercises direct supervision over assigned clerical, technical and professional personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Assist in the development and implementation of departmental goals, objectives, policies and procedures.
2. Manage, oversee, coordinate, review and participate in the City's economic development resources program activities including business development and retention, economic development, revitalization, land use planning and transportation.
3. Direct, oversee and participate in the development of the economic development work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures of assigned staff or of professional development consultants, e.g., attorneys, appraisers, relocation specialists, et al.
4. Prepare and analyze economic data/reports to determine the economic feasibility or potential of specific redevelopment, transportation or land use plans.
5. Coordinate with other agencies and organizations on regional economic development activities.
6. Prepare the economic development operating budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, contract services and supplies; administer approved budget.

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7. Participate in recommending the appointment of personnel; provide or coordinate staff training; provide City-wide training on economic development, work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations; evaluate staff.
8. Prepare comprehensive written reports for department action or for other City boards, commissions; make oral presentations to same; prepare annual reports required for State or Federal agencies or other interested parties.
9. Represent the department and/or division with outside agencies or private developers and other interested parties.
10. Prepare or cause to be prepared public information materials concerning development activities and projects; maintain positive press relations.
11. Maintain liaison with developers, real estate/commercial brokers and local business.
12. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of local land use planning, asset management, economic development, redevelopment, transportation and real estate financing; principles and practices of policy development and implementation; principles and practices of business correspondence and report writing; pertinent local, State and Federal laws, rules and regulations related to economic development; principles of practices public information and marketing; principles and practices of organization, administration, budget and personnel management.

Ability to: Organize, direct and implement a comprehensive economic development program; prepare and administer an operating budget; conduct complex economic analysis; negotiate and manage professional consulting service contracts; supervise, train and evaluate personnel; interpret and explain division policies and procedures; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing.

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Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Five years of increasingly responsible experience in real estate financing, redevelopment, economic development and planning, including one year of supervisory responsibility; equivalent to a bachelor's degree from an accredited college or university with major course work in urban economics, finance, business administration or a related field.

Established May 1987

Revised May 1995

CLASS SPECS

CS148-M^